

✓ Note

HTML (Hypertext Markup Language) files containing links as relative to the file system that are to be uploaded to a web server require the files be in a file structure matching that of the web server. Otherwise, the links will point to the wrong folder.

i Tip

When you rest the mouse pointer on a hyperlink, a help tip displays the absolute reference, because Calc uses absolute path names internally. The complete path and address can only be seen when you view the result of the HTML export (saving a spreadsheet as an HTML file), by loading the HTML file as text, or by opening it with a text editor.

Creating hyperlinks

You can insert a hyperlink into a Calc spreadsheet using one of these methods:

- Place the text cursor at the point where you want to insert the hyperlink, or select the text that you want to put the hyperlink on. Select **Insert > Hyperlink** on the Menu bar, or click the **Insert Hyperlink** icon on the Standard toolbar, or press **Ctrl+K**, to access the Hyperlink dialog; see “Hyperlink dialog” (page 377).
- Drag-and-drop an item from the Navigator to the point where you want to insert the hyperlink (for example, a sheet or cell name).
- Type the target web address or URL at the point where you want to insert the hyperlink. When you type text that can be used as a hyperlink (such as a website address or URL), Calc formats it automatically, creating the hyperlink and applying color to the text. If this does not happen, you can enable this feature using **Tools > AutoCorrect Options > Options** on the Menu bar and selecting **URL Recognition**. Make sure you start the hyperlink with ‘http://’, ‘www.’ or ‘ftp.’, if you type only `libreoffice.org` for example, Calc won’t recognize it as a hyperlink.

When you use the Hyperlink dialog to insert a hyperlink, you can select either a text hyperlink (Figure 377) or a button hyperlink (Figure 378). In both cases, the visible text can be different from the linked URL.

	A	B	C
1			
2			
3		Calc Guide	
4			

Figure 377: Example text hyperlink

	A	B	C
1			
2			
3		Calc Guide	
4			
5			

Figure 378: Example button hyperlink

To change the color of text hyperlinks, go to **Tools > Options > LibreOffice > Application Colors** on the Menu bar, scroll to *Unvisited links* and/or *Visited links*, pick the new colors, and click **OK**.